

DATE: 12/21/2009

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00096395

SOLICITATION #B2009000304

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

VENDOR:

BUYER: S. Vasquez

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 1/21/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

Visit our website at WWW.JEFFPARISH.NET/BIDS

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

2,4,5,6,8,9,10,12,13,14,15,16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. Failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. Performance bond shall be supplied at the signing of the contract.
8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet.
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.
13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.
15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
16. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

SIGNATURE:

(Must be signed here)

TITLE:

PRINT OR TYPE NAME:

ADDRESS:

CITY, STATE:

ZIP:

TELEPHONE:

()

FAX:

()

EMAIL ADDRESS:

TOTAL PRICE OF ALL BID ITEMS: \$ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the bid number and bid opening date indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096395

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>A THREE (3) YEAR CONTRACT TO PROVIDE ELECTRIC FIRE PUMP TESTS/STAND PIPE PUMP TESTS AND FIRE SPRINKLER INSPECTIONS FOR VARIOUS BUILDINGS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p> <p>LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE A THREE (3) YEAR CONTRACT FOR ELECTRIC FIRE PUMP TESTS/STAND PIPE PUMP TESTS AND FIRE SPRINKLER INSPECTIONS FOR VARIOUS BUILDINGS FOR THE DEPARTMENT OF GENERAL SERVICES, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>**ONE TEST IS TO BE PERFORMED EACH YEAR</p> <p>***BELOW IS THE FIRST ITEM TO BE BID***</p>		
1	3	EA	0010 - FIRE PUMP TESTS/STAND PIPE TESTS Thomas F. Donelon Building 200 Derbigny Street Gretna, LA		
2	6	EA	0020 - FIRE PUMP TESTS/STAND PIPE PUMP TESTS Jefferson Parish Correctional Center 100 Dolhonde Street Gretna, LA Two (2) Fire Pumps		
3	3	EA	0030 - FIRE PUMP TESTS/STAND PIPE PUMP TESTS Joseph S. Yenni Building 1221 Elmwood Park Boulevard Harahan, LA		
4	3	EA	0040 - FIRE PUMP TESTS/STAND PIPE PUMP TESTS Second Parish Court 100 Huey P. Long Avenue Gretna, LA		
5	3	EA	0050 - FIRE PUMP TESTS/STAND PIPE PUMP TESTS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096395

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	3	EA	District Attorney Office Building 100 Derbigny Street Gretna, LA		
			0060 - FIRE PUMP TESTS/STAND PIPE PUMP TESTS		
7	3	EA	Jefferson Parish General Government Building 200 Derbigny Street Gretna, LA		
			0070 - FIRE SPRINKLER INSPECTIONS		
8	3	EA	Thomas F. Donelon Building 200 Derbigny Street Gretna, LA		
			0080 - FIRE SPRINKLER INSPECTIONS		
9	3	EA	Jefferson Parish Correctional Center 100 Dolhonde Street Gretna, LA		
			0090 - FIRE SPRINKLER INSPECTIONS		
10	3	EA	Joseph S. Yenni Building 1221 Elmwood Park Blvd. Jefferson, LA		
			0100 - FIRE SPRINKLER INSPECTIONS		
11	3	EA	Metairie Senior Citizen Center 265 North Causeway Blvd. Metairie, LA		
			0110 - FIRE SPRINKLER INSPECTIONS		
12	3	EA	Jefferson Senior Citizen Center 4518 Jefferson Highway Jefferson, LA		
			0120 - FIRE SPRINKLER INSPECTIONS		
13	3	EA	Jefferson Parish Westbank Health Unit 1855 Ames Boulevard Marrero, LA		
			0130 - FIRE SPRINKLER INSPECTIONS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096395

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	3	EA	Jefferson Parish Eastbank Health Unit 111 North Causeway Boulevard Metairie, LA		
			0140 - FIRE SPRINKLER INSPECTIONS		
15	3	EA	Juvenile Court 1546 Gretna Blvd. Harvey, LA		
			0150 - FIRE SPRINKLER INSPECTIONS		
16	3	EA	Juvenile Services 1546-B Gretna Blvd. Harvey, LA		
			0160 - FIRE SPRINKLER INSPECTIONS		
17	3	EA	Rivarde Detention Center 1550 Gretna Blvd. Harvey, LA		
			0170 - FIRE SPRINKLER INSPECTIONS		
18	3	EA	First Parish Court 924 David Drive Metairie, LA		
			0180 - FIRE SPRINKLER INSPECTIONS		
19	3	EA	Salvador A. Liberto Bldg. 200 Huey P. Long Avenue Gretna, LA		
			0190 - FIRE SPRINKLER INSPECTIONS		
20	3	EA	District Attorney Office Building 100 Derbigny Street Gretna, LA		
			0200 - FIRE SPRINKLER INSPECTIONS		
21	3	EA	Jefferson Parish General Govt. Bldg. 200 Derbigny Street Gretna, LA		
			0210 - FIRE SPRINKLER INSPECTIONS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096395

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	3	EA	Second Parish Court 100 Huey P. Long Avenue Gretna, LA		
			0220 - FIRE SPRINKLER INSPECTIONS		
23	3	EA	Central Plant 960 1st Street Gretna, LA		
			0230 - FIRE SPRINKLER INSPECTIONS		
24	3	EA	Odom Building 5001 Westbank Expressway Marrero, LA		
			0240 - FIRE SPRINKLER INSPECTIONS		
25	3	EA	Bridge City Senior Citizen Center 1601 Bridge City Avenue Bridge City, LA		
			0250 - FIRE SPRINKLER INSPECTIONS		
			Local History Museum 519 Huey P. Long Avenue Gretna, LA		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE
ABOVE DATED MEETING OF THE BOARD
OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN
REVOKED OR RESCINDED.

SECRETARY-TREASURER

DATE

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 105529 or No. 105530 dated 05/17/2006.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 105529 or No. 105530.

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

FIRE PUMP TESTS
STAND PIPE PUMP TESTS AND
FIRE SPRINKLER INSPECTIONS

Section 1.0 – Scope:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a three (3) year contract to perform a required annual Electric Fire Pump Test/Stand Pipe Pump Test and Fire Sprinkler Inspection, for various Jefferson Parish Buildings, for the Department of General Services:

The contract shall commence on 7/1/10, and run three (3) years thereafter.

Section 2.0 – Bid Specifications:

ELECTRIC FIRE PUMP TESTS/STAND PIPE PUMP TESTS

To be performed at the following locations:

Thomas F. Donelon Building
 200 Derbigny Street
 Gretna, LA

Jefferson Parish Correctional Center (2 Fire Pumps)
 100 Dolhonde Street
 Gretna, LA

Joseph S. Yenni Building
 1221 Elmwood Park Boulevard
 Jefferson, LA

Second Parish Court
 100 Huey P. Long Avenue
 Gretna, LA

District Attorney's Office Building
 200 Derbigny Street
 Gretna, LA

Jefferson Parish General Government Building
 200 Derbigny Street
 Gretna, LA

Each test shall be performed upon the expiration of the previous test.

The Electric Fire Pump Tests/Stand Pipe Pump Tests shall meet or exceed the requirements set forth in N.F.P.A. 20, State Fire Marshal's regulations, and regulations of local Parish Fire Departments.

These Electric Fire Pump Tests/Stand Pipe Pump Tests shall include the services of a certified pump controller.

These Electric Fire Pump Tests/Stand Pipe Pump Tests shall include, but are not limited to the following:

1. Motor and pump alignment shall be checked and adjustments shall be made where applicable.
2. A visual inspection of the operation of the casing relief valve and pressure relieve valves of both the main fire pump and jockey pump shall be made, and where applicable, adjustments shall be made if necessary.
3. Check packing and bearing of pump, and adjust packing as necessary.
4. Check the operation and settings of the jockey pump, where applicable.
5. Start pump by pressure drop, where applicable. Check pressure setting and adjust, if necessary.
6. Record suction, discharge, and net pressures for at least five (5) different flow rates.
7. Record voltage and amperage readings at each flow rate.
8. Flow water through the roof stand pipe to verify that the required design flow rate per system is achieved.
9. Provide a record of all readings taken during the pump test with a graph chart showing the performance curve.
10. Provide a report detailing all deficiencies identified at the time of the test, with a list of desirable improvements and repairs to maintain the system at or above code requirements.
11. Provide a second inspection at no cost to Jefferson Parish for any buildings that deficiencies are found in. This inspection shall be performed after all deficiencies are repaired.

FIRE SPRINKLER INSPECTIONS:

To be performed at the following locations:

Thomas F. Donelon Building
200 Derbigny Street
Gretna, LA.

Jefferson Parish Correctional Center
100 Dolhonde Street
Gretna, LA

Joseph S. Yenni Building
1221 Elmwood Park Boulevard
Jefferson, LA

Metairie Senior Citizen's Center
265 North Causeway Boulevard
Metairie, LA

Jefferson Senior Citizen's Center
4518 Jefferson Highway
Jefferson, LA

Jefferson Parish West Bank Health Unit
1855 Ames Boulevard
Marrero, LA

Jefferson Parish East Bank Health Unit
111 North Causeway Boulevard
Metairie, LA

Juvenile Court
1546 Gretna Boulevard
Harvey, LA

Juvenile Services
1546-B Gretna Boulevard
Harvey, LA

Rivarde Detention Center
1550 Gretna Boulevard
Harvey, LA

First Parish Court
924 David Drive
Metairie, LA

Salvador A. Liberto Building
200 Huey P. Long Avenue
Gretna, LA

District Attorney's Office Building
200 Derbigny Street
Gretna, LA

Jefferson Parish General Government Building
200 Derbigny Street
Gretna, LA

Second Parish Court
100 Huey P. Long Avenue
Gretna, LA

Central Plant
960 1st Street
Gretna, LA

Odom Building
5001 West Bank Expressway
Marrero, LA

Bridge City Senior Citizen's Center
1601 Bridge City Avenue
Bridge City, LA

Local History Museum
519 Huey P. Long Avenue
Gretna, LA

Each test shall be performed upon the expiration of the previous test.

All testing shall be performed by a licensed fire sprinkler vendor, certified by the Louisiana State Fire Marshal's Office, with a minimum of five (5) years experience in performing this type of work, using properly trained and qualified personnel.

Proof of five (5) years experience, including references, job locations, and dates of jobs performed, must be submitted with his/her bid.

The Fire Sprinkler system inspections shall be performed once annually, per building, and conducted in accordance with Louisiana State Statute 40:1646 ET. Seq., the State Fire Marshal's Office, and regulations of local Parish Fire Departments.

The Fire Sprinkler systems inspections shall include, but are not limited to the following:

1. Perform a visual inspection of the sprinkler riser to ensure that all valves, gauges, and related components are in proper position and working order.
2. A physical walk-through of the entire facility shall be conducted to ensure that coverage and application conform to the standard of N.F.P.A. #13.
3. Test available water supply.
4. Flow water from the inspector's test to ensure flow switches activate alarm.

5. Test all alarm devices which are part of the fire sprinkler system, such as tamper switches, pressure switches, etc.
6. Check the operation of the water gong, if equipped, and clean external and internal obstructions. Lubricate and attempt to adjust the timing for proper operation, if necessary.
7. Perform a drain test.
8. Provide a report detailing all deficiencies identified at the time of the inspection, with a list of desirable improvements and repairs to maintain the system at or above code requirements.
9. Provide a second inspection at no cost to Jefferson Parish for any building that deficiencies are found in. This inspection shall be performed after all deficiencies are repaired.

Upon notification by Jefferson Parish to perform inspections, vendor shall make all efforts to complete inspections of fire pump tests/stand pipe pump tests and fire sprinkler inspections prior to current expiration date as soon as possible.

Section 3.0 – Quantities/Inspection:

Bidders must inspect the site and verify all information and conditions in order to determine the nature and extent of work required to complete the job.

Contact Shayne Perez, Assistant Facility Maintenance Superintendent, at 736-6036 for appointments between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

Section 3.1 – Working Hours:

The work that is to be performed shall be scheduled before or after normal working hours, or on weekends, unless otherwise specified.

The following buildings shall be completed during normal working hours:

Jefferson Parish Correctional Center
100 Dolhonde Street
Gretna, LA

Metairie Senior Center
265 North Causeway Boulevard
Metairie, LA.

Jefferson Senior Center
4518 Jefferson Highway
Jefferson, LA

Jefferson Parish West Bank Health Unit
1855 Ames Boulevard
Marrero, LA

Central Plant
960 1st Street
Gretna, LA

Odom Building
5001 West Bank Expressway
Marrero, LA

Bridge City Senior Center
1601 Bridge City Avenue
Bridge City, LA

Local History Museum
519 Huey P. Long Avenue
Gretna, LA

Juvenile Court
1546 Gretna Boulevard
Harvey, LA

Juvenile Services
1546-B Gretna Boulevard
Harvey, LA

Rivarde Detention Center
1550 Gretna Boulevard
Harvey, LA

The successful bidder should contact Shayne Perez, Assistant Facility Maintenance Superintendent, to arrange his/her schedule. He may be contacted at 736-6036, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

Section 3.2 – Existing Structure:

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the contractor shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

Precautions must be exercised at all times to safeguard and protect from damage, all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the contractor.

Section 4.0 – Cleaning Area and Safety:

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Trash and debris shall be removed daily, shall become the property of the contractor, and shall be placed in appropriate dumpsters or compactors.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the contractor.

Section 5.0 – Permits:

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 6.0 – Invoicing:

The contractor shall submit an individual invoice for each location serviced under this contract to the requesting department.

Section 7.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the contract at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.